

PROCESSING AWARDS

Purpose

This guide outlines the procedure for processing approved special act, performance, length of service, Albert Gallatin, and other awards.

Definitions

Special Act Awards: Any cash or non-cash awards that are not based on the annual rating of record. These include Superior Accomplishment/Special Act awards (both cash and time off), Spot awards, and Honorary (non-monetary) awards in recognition of particular acts or services.

Performance Awards: Monetary awards that are based on the annual rating of record. These include regular one-time performance awards (cash or time off), Quality Step Increases (QSIs), and gain-sharing awards.

Albert Gallatin Awards: Awards granted upon retirement from the federal government to employees with at least 20 years of loyal service to the Treasury Department.

Other Awards: Awards including meritorious, memorial and honorary awards that are granted for various types of contributions.

Initiating and Approving Awards

- All cash/monetary awards must be ***initiated*** by a supervisor (not a team lead or another employee). Also, in accordance with Treasury guidance, awards must be ***approved*** at a level above the recommending/initiating supervisor. The **Approving Official** should be at the director level or above.
- No awards are given to someone who is spending 100% of their work hours on union activities. Mint will provide a list to the **Benefits staff**, and the Benefits staff will monitor and reject awards, if appropriate.
- If an award nomination does not meet guidelines, the Benefits staff will usually reject the award in HR Connect (in special cases, problems may be resolved by a call or e-mail contact).
- Mint will provide accounting information in the HR Connect submission. ARC will be specific in their guidance/training of what Mint needs to provide and how it should be reflected in HR Connect.

General Procedure for SPECIAL ACT and PERFORMANCE Awards

Step	Action
1	The Recommending Official will initiate special act and performance awards in HR Connect, including justification and accounting code, and will route for approval.
2	The Approving Official will route the approved award to Human Resources Operations Division for processing.
3	Upon receipt and review of the HR Connect action, the Benefits staff will process the award for payment to the employee. Unless requested otherwise, the cash awards will be paid in the same manner as the employee's regular pay (either direct deposit or check). Awards are generally effective within 3 days after receipt in Human Resources, and are usually received by the employee 12–25 days after the effective date.
4	The Processing staff will distribute copies of the resulting SF 50. The Official Personnel Folder (OPF) copy will be filed on the left side of the OPF and it will remain in there until the employee leaves Treasury employment.

5	The Benefits staff will file the award request and supporting justification in the employee's Employee Performance Folder (EPF) maintained by Administrative Resource Center (ARC).
----------	--

**Certificates for
Special Act Awards**

- In the award Remarks in HR Connect, Mint management will provide the name and title of the signing official and that official's complete mailing address. ARC will be sure that this requirement is indicated in the HR Connect guidelines/training material.
- Seals will be provided by Mint for Special Act, Group Special Act, and QSI awards and will be placed on the certificates before sending to the Mint official.
- No certificates will be prepared for gain-sharing or Cash-in-a-Flash awards.

**Time Off (TO)
Awards**

- In addition to the processing above, **Benefits staff** will send an e-mail notification of TO awards to the initiating supervisor and the employee's timekeeper.
- Certificates will be prepared for TO awards for field locations only (not HQ employees).
- Mass TO awards that affect all plant employees or other large numbers of employees (and which constitute the majority of Mint's past TO awards) may not be initiated through HR Connect. The **Benefits staff** will work with Mint staff to process these awards. Mint will let ARC know their procedures for processing these awards in the past.

**Cash-in-a-Flash
Awards**

- Any employee can recommend, but all subsequent processing (including entry in HR Connect) is the same as other Special Act awards.
- Cash-in-a-Flash awards are paid by Electronic Funds Transfer (EFT) using NFC's "Spot award" procedures.
- No certificates are given for these awards.
- These awards are "grossed up" for taxes purposes through the NFC payroll system.

Gold Box Awards

- Mint staff is retaining full responsibility for this award, including processing and maintaining stock.

**Employee Referral
Awards**

Mint seldom uses this award. Details will be worked out when an award needs to be given.

**LENGTH of
SERVICE (LOS)
Certificates and Pins**

- Mint will supply custom-made LOS pins to the Benefits staff. These will be mailed with certificates.
- The Benefits staff will prepare LOS certificates for 5-50 years of service, in 5-year increments:
 - a. Field Offices: All LOS certificates will be placed in *green* paper folders (with Treasury seal).
 - b. Headquarters:
 1. 5-, 10- & 15-year certificates will be placed in *gray* paper folders (with Mint seal).
 2. 20-year certificates will be placed in blue padded award folders (with Treasury seal).
 3. Certificates for 25 years and above will be forwarded in protective mailers for framing by Mint staff.

**ALBERT
GALLATIN
Awards**

1. The **Benefits staff** will automatically request Albert Gallatin awards for all retiring employees who appear eligible for the award.
2. Upon receipt of a signed Gallatin award from Treasury, the Benefits staff will place the certificate in the appropriate binder and forward it appropriately.
 - If the certificate is received in sufficient time before the retirement date, it will be mailed to the retiring employee's supervisor for presentation.
 - If the certificate is received on or after the retirement date, it will be mailed directly to the retiree.

**SPECIAL ACT
AWARDS for
Non-MINT
Employees
and
ALL OTHER
Awards**

Step	Action
1	<p>For all awards not specifically addressed above, the Recommending Official will prepare the award recommendation in accordance with Mint format and forward it to the Approving Official.</p> <p>For non-Mint employees, in addition to the justification, the documentation must include the awardee's Social Security Number, mailing address, and the name and phone number of a contact person with the awardee's employer.</p>
2	<p>Documentation should be sent by the Approving Official to the Benefits staff via</p> <ul style="list-style-type: none"> • email (Benefits@bpd.treas.gov), • fax (304-480-8019), or • mail. <p>Regular mail: U.S. Mint c/o Treasury/Public Debt Benefits, Avery 2-C P.O. Box 1328 Parkersburg, WV 26106-1328</p> <p>Express mail: U.S. Mint c/o Treasury/Public Debt Benefits, Avery 2-C 200 Third St. Parkersburg, WV 26106-5312</p>
3	<p>The Benefits staff will initiate manual processing of the award through NFC for payment to the awardee.</p>
	<p>Glenna Brenner, Human Resources Specialist (304) 480-8228 Glenna.Brenner@bpd.treas.gov</p> <p>Julie Miller, Human Resources Specialist (304) 480-8215 Julie.Miller@bpd.treas.gov</p> <p>Dawn Burton, Human Resources Specialist (304) 480-8223 Dawn.Burton@bpd.treas.gov</p> <p>Lisa Small, Human Resources Assistant (304) 480-8291 Lisa.Small@bpd.treas.gov</p>

**CONTACT
INFORMATION**